



COMDTINST M1414.8C

SEP 6 2001

COMMANDANT INSTRUCTION M1414.8C

Subj: ENLISTED PERFORMANCE QUALIFICATIONS MANUAL

Ref: (a) Management of the Coast Guard Training System, COMDINST 1550.9 (series)
(b) Coast Guard Training and Education Advisory Council (CGTAC), COMDTINST 1550.18

1. PURPOSE. The Manual describes the enlisted performance qualifications (professional and military) for all rates and ratings. It is the basis for the enlisted advancement system and formal training programs including recruit training, class "A" school, and some rating correspondence courses. Updated rules for development, delivery and administration of enlisted performance qualifications are included.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provision of this Manual.
3. DIRECTIVES AFFECTED. Enlisted Qualifications Manual, COMDTINST M1414.8B is cancelled, except for the Records of Enlisted Performance Qualifications listed below:
 - a. Replace the canceled Manual with Enlisted Performance Qualifications Manual, COMDTINST M1414.8C.
 - b. Remove all the Records of Enlisted Performance Qualifications (EPQs) from their present TAB locations and insert them into their new TAB location as shown on the Table of Contents page i of COMDTINST M1414.8C. Then,
 - (1) remove TABS 0, 31 and 32,
 - (2) replace TAB 11 pages 1 – 14 with the new FT EPQs TAB 11 pages 1 – 13,

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	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	1	1	1	1	1	1	1	1						
B		8	20*	1	4	5		3	1	3	2	15	2	30	1	1	2	30	2	2	10	1	3	1	2	1
C	2	1	1	2	1	1		1	1		2	1	1	1	1		1	1		1	1	1	1		1	1
D	2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		1	1	1	1	1	1
E	1							1		1	2	1		1	1		1			1			1	1		
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

- (4) replace TAB 22 pages 1 – 13 with the updated RD EPQs TAB 22 pages 1 – 13,
- (5) and replace TAB 26 pages 1 – 11 with the updated YN EPQs TAB 26 pages 1 – 13.

4. MAJOR CHANGES. This Manual builds on the merits of the previous edition and includes:

- a. A new name: “Enlisted Performance Qualifications” Manual.
- b. A clearer definition of an enlisted performance qualification (EPQ).
- c. A new annual EPQ review process. EPQs are reviewed annually to ensure more timely updates.
- d. A standardized development process for all EPQs.
- e. Requirements for Occupational Analysis (OA) and other types of significant analysis (Front End Analysis (FEA), new law, new policy, etc.) to support all major changes to enlisted performance qualifications.
- f. More flexibility to Rating Force Master Chiefs needing to make updates to the current enlisted performance qualifications provided reasonable data is supplied to support the change.

5. PROCEDURES.

- a. Commandant (G-WTT) shall maintain policy and provide technical guidance during the Annual Enlisted Performance Qualifications Review processes in accordance with the instructions of this manual and reference (a).
- b. Commandant (G-WTT) shall review Record of Performance Qualifications (Form CG-3303C (series)) for quality control and resource implications.
- c. Rating Force Master Chiefs (RFMCs) manage the content of the enlisted performance qualification and shall develop and deliver them in accordance with this Manual.
- d. Performance Technology Center (PTC) at Training Center Yorktown shall provide Occupational Analysis (OA) in accordance with this Manual.
- e. Training centers’ Subject Matter Experts (SME) shall be included as advisors to the Enlisted Performance Qualifications Review process.
- f. Commanding Officer/Officer in Charge shall ensure Record of Enlisted Performance Qualifications is administered in accordance with this Manual.

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6. FORMS. Along with paper distribution, there will be distribution via the Coast Guard Directives System CD ROM and the Department of Transportation Website <http://isddc.dot.gov/>. An electronic version will also be made available via the Coast Guard Learning Portal (Available Fall 2001). The Record of Performance Qualifications sheets contained in this Manual are not available through the supply system. Records of Performance Qualification sheets must be printed from the electronic manual or CD-ROM. EPQs for BM, EM, ET, FT, GM, MST, PS, E2 (Performance Qualifications and Orientation Qualifications) and MRNs (E-3 through E-9) will be added to the Coast Guard Learning Portal shortly.



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